

I. RECORD OF PERSONAL DATA PROCESSING OPERATION (Article 31 of Regulation (EU) No. 2018/1725)

1.	Name of the processing operation	Crisis Management
2.	Reference number/Issue	ETF-DPR-28/Issue 1
3.	Date	18/12/2018
4.	Business owner	Renata Vallome ETF Security Officer and Facilities Coordinator Renata.Vallome@etf.europa.eu
5.	Controller	Cesare Onestini Director of the ETF Cesare.Onestini@etf.europa.eu
6.	Joint controller(s)	Not applicable
7.	Processor(s)	ETF staff acting as Crisis Management Team Members
8.	Data protection officer	Tiziana Ciccarone / Laurens Rijken DataProtectionOfficer@etf.europa.eu
9.	Purpose of the processing	To manage crisis situation involving ETF activities
10.	Legal basis for the processing	ETF Building Security Policy (ETF/18/DEC/010) ETF Health and Safety Policy (ETF/16/DEC/007)
11.	Categories of data subjects	Crisis Management Team Members All staff members including temporary workers, trainees and SNEs being the subject of a crisis. Any other actors involved on a need-to-know basis.
12.	Categories of personal data	Crisis management team members: Name, private telephone number and email address Crisis subjects and other actors: Name and any other data needed for the crisis management (e.g. personal ID, names of relatives to be contacted etc.)
13.	Time limits for keeping of data	For the crisis management team: as long as the person is member of the team For the management of the crisis: two years after complete closure of the event
14.	Categories of ETF recipients of data	Crisis Management Team
15.	Categories of external recipients of data	Any other actors involved on a need-to-know-basis.
16.	Transfers of data to third country or international organisation	Not applicable
17.	Technical and organisational security measures	Data are collected in database accessible only a restricted group of actors in charge of data collection with user name and password.
18.	Information to the data subject	Privacy statement